

## **Ongoing Operation and Maintenance of Physical Facilities and Technical Infrastructure**

### **Purpose:**

This plan is to ensure the facility/campus is in compliance with all the regulatory bodies and up to date technical infrastructure for employees, students and visitors.

**Objective:** To ensure that the school is going through timely audits on a regular basis as per local, state and federal guidelines, and technical updates for a smooth operation.

### **Ongoing Operation:**

1. The School Director is responsible for complying with School Lease, Public Liability and Worker's compensation Insurance policy, employee dishonesty bond and tuition performance bonds.
2. Director of Education is responsible for up to date PC AGE website
3. The School Director is responsible for -

yearly:

- a) School approval - State
- b) Compliance Audit - Federal
- c) Veteran Affairs Audit - State
- d) Gainful Employment (GE) Reporting - Federal
- e) Fire Inspection - Local
- f) Crime Safety Report - Federal
- g) Consumer Disclosures- Federal

quarterly:

- h) ETPL Updates - State
- i) IPEDS - Federal
- j) All Student Records at main campus - COE

### **Ongoing Maintenance and Cleaning:**

General services, cleaning and repairs for classrooms, offices, air conditioning and heating, electrical repairs, and plumbing, annual fire alarm inspection, smoke detector inspection, fire extinguisher testing is provided by the Landlord according to lease agreement.

The Jersey City lease includes refuse collection, exterior cleaning and snow removal, heat and air conditioning, interior and exterior repairs, shared expense of Common Areas. The Iselin lease includes Common Areas, operation and repair, pest control, roof repair, window cleaning, parking. PC AGE provides nightly janitorial and trash collection services in classrooms, offices, restrooms, lounges, and lunchrooms by an independent janitor.

### **Equipment and Supplies - Technical Infrastructure, including Distance learning:**

The Director of Education is responsible for allocation and inventory of the Technical equipments and supplies to maintain Technical Infrastructure and Distance education infrastructure. Director of Education ensures that equipments are up to date, in working condition and meets required safety standards; ensuring that the equipment is replaced, disposed and/or updated on as needed basis. Instructors are informed by the written lesson plans or by the

Director of Education and/or the School Director what equipments and supplies they need and are supposed to use in each class. Lab Technician is responsible to provide these equipment to the instructors and students. Usually an upgrade in software such as from Windows 2000 to Windows 2003 requires new computers and we replace our computers and other equipment according to the requirements and needs. Lab Technician or instructors notify Director of Education, School Director, or the President directly if they need any hardware, software, equipment or supplies to teach a course. Director of Education ensures equipment and network reliability and emergency backup for all technical services. The Director of Education manages the licenses and renewals for distance learning courseware.

School Director is responsible for the allocation and inventory of office supplies. Administrative assistant is responsible to order these supplies.

**Federal Codes and Procedures:**

PC AGE has consistently met compliance expectations, passed annual fire inspections, and posted consumer disclosures and crime reports. Fire extinguishers are present and smoke detectors, sprinklers and fire alarm systems are operational. School is handicapped accessible. School will provide reasonable accommodations to students with disabilities in compliance with Americans with Disabilities Act. Additionally, the School Director's office has a fully stocked first aid kit. There have been no campus crimes reported in our history.

**Person(s) Responsible:**

Operation and Maintenance - School Director

Technical infrastructure and Distance education infrastructure - Director of Education

**Evaluation and Feedback:**

The Plan is available on the school's website for employees and students. PC AGE appreciates input from both students and employees. Management reviews and evaluates/revises plans, policies and procedures annually or as warranted, and shares data at Advisory Committee and annual staff meetings.